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## ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano  
Governor

John L. Clayton  
Director

February 3, 2003

### **WORKFORCE INFORMATION MEMO #02-03**

#### **SUBJECT: Monthly Data Extractions**

Currently, each Local Workforce Investment Area (LWIA) provides the state with extractions of its WIA participant data on a quarterly basis. The extraction process is essential to our submittal of quarterly programmatic reports to the U.S. Department of Labor, which provide updates on performance-related activities for adults, dislocated workers, and youth. In recent months, the Workforce Development Administration (WDA) has received many positive responses from local area staff regarding a proposal to institute *monthly* participant data extractions. Monthly data extractions would be beneficial for several reasons:

- (1) WDA could conduct data analyses more frequently and, working with local MIS staff, facilitate continuous improvement in the quality of data used as the basis for federal reporting.
- (2) System queries would produce reports based on more current participant data.
- (3) More up-to-date participant contact information could assist phone surveyors in contacting WIA exiters for customer satisfaction surveys.
- (4) WDA would be able to recover more recent data in the event that local system problems cause loss of data.
- (5) Aggregating data on a monthly basis facilitates improved program management overall at the state and local level.

***Therefore, beginning in March 2003, each LWIA will be required to submit its monthly data extraction on or before 9:00 a.m. on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> of the month falls on a weekend, the extraction will be due on or before the prior Friday.*** We have revised the submittal due date from the 15<sup>th</sup> to the 10<sup>th</sup> to allow more time for correction of data errors/omissions prior to quarterly federal reporting deadlines.

The Participant Tracking System will automatically extract all required data for the standard eight files for each monthly submission, once the data extraction utility is selected. These data files should then be uploaded to WDA via the internet at [www.de.state.az.us/wia/logins/logins.asp](http://www.de.state.az.us/wia/logins/logins.asp). The data files may be uploaded as a single “zipped” file (.ZIP) or uploaded individually. For assistance in submitting the data extraction via the internet or for other technical questions regarding the creation of data extractions, please call our Help Desk at (602) 542-2460 or send an e-mail to [www.wiahelpdesk@de.state.az.us](mailto:www.wiahelpdesk@de.state.az.us). **Data extraction problems should be reported as soon as they occur.** As you know, the timeliness of data submissions, as well as the quality of participant data are crucial to positive performance outcomes.

If you need additional information, please contact Mr. Edgar Casasola, Systems Program Manager, at (602) 542-2482.

Sincerely,

A handwritten signature in black ink, appearing to read 'DRE', is positioned above the printed name.

David R. Ellis  
Program Administrator (Interim)  
Workforce Development Administration

DRE:PG:gg